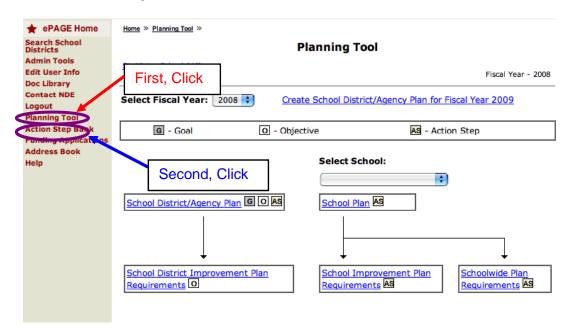# Action Step Bank

The **Action Step Bank** is a repository of Action Steps that the district develops in collaboration with school representatives. These action steps should align with the Goals and Objectives and are ideal for schools to use in the creation of their school plans.
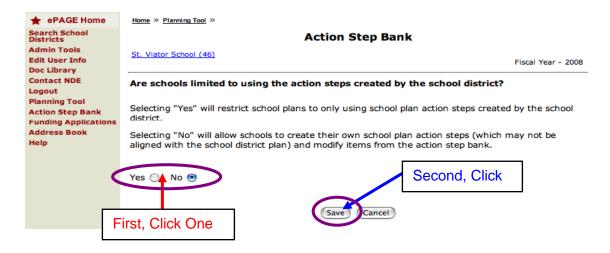
Click the **Login** link from the left menu bar to login.
Click **Planning Tool**. You will notice a new menu selection appears, Action Step Bank.
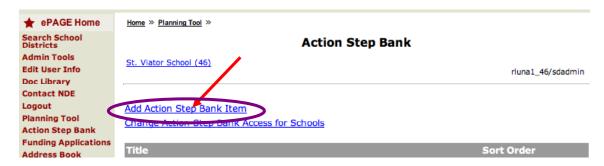Click **Action Step Bank**

The first time you do this, you will see a screen similar to the following:
Click **Yes** or **No**, as appropriate for your district.
Click **Save**
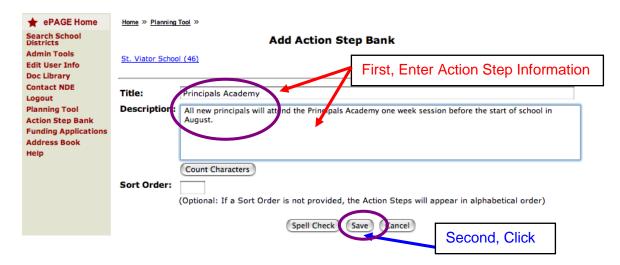
Click **Add Action Step Bank Item**

You will be taken to the **Add Action Step Bank** page.

Enter the **Action Step** information
Click **Save**

In the example that follows, we have added 5 **Action Steps** to the **Action Step Bank**.

You may also create an entry in the *Action Step Bank* by Clicking the box *Add to Action Step Bank* when you are creating an Action Step in the *Insert Action Step* page with this method:

Click *Planning Tool*
Click *School District / Agency Plan*
Click *Action Steps*
Click a red link to add an *Action Step* to an appropriate *Objective*

To Use the Action Step Bank:

Click *Planning Tool*
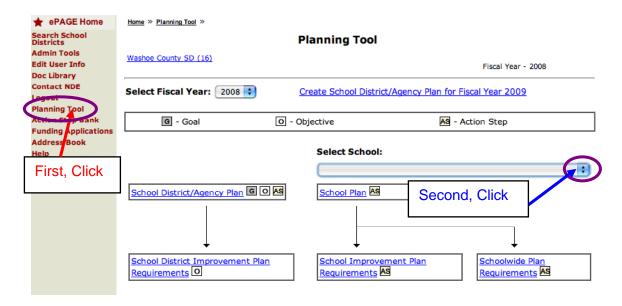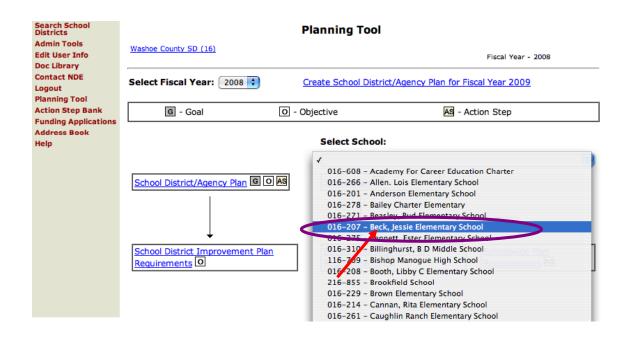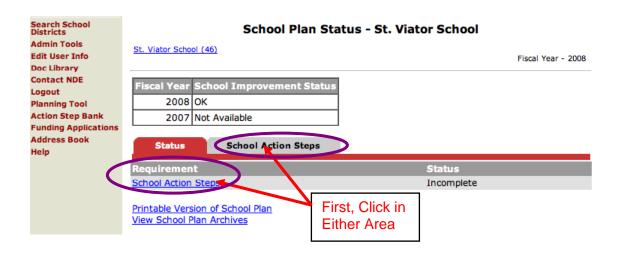Click *Select School*

Click a school from the resulting menu.

You will be taken to the *School Plan Status* page.
Select *School Action Steps* at either the blue link or the grey menu.

School Plan Status - St. Viator School

St. Viator School (46)

Fiscal Year - 2008

Fiscal Year	School Improvement Status
2008	OK
2007	Not Available

Status   **School Action Steps**

Requirement	Status
School Action Steps	Incomplete

Printable Version of School Plan
View School Plan Archives

First, Click in Either Area

Left navigation menu:
Search School Districts
Admin Tools
Edit User Info
Doc Library
Contact NDE
Logout
Planning Tool
Action Step Bank
Funding Applications
Address Book
Help

Click a red link to *Add Action Step* to an appropriate *Objective*.

O **1.5. Before/after/summer school activities if appropriate**   Paste

Add Action Step

AS **1.5.1. Before/after/summer school program - SI & SW**   Copy

Description:
    Summer school for students in need of remedial education to move up to grade level.

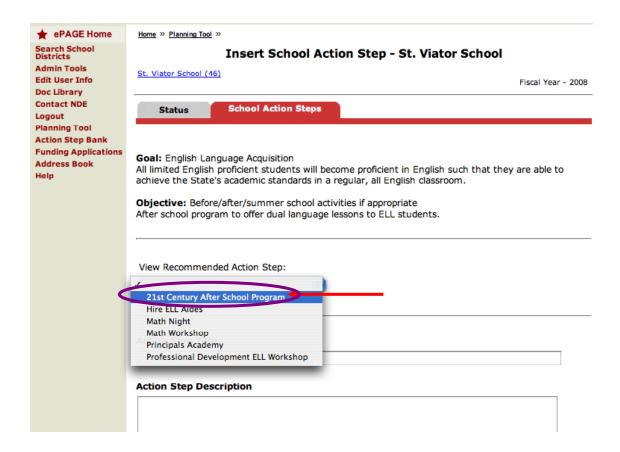**Benchmark Indicator:**

ActionStep/Program Relationship(s):

You will be taken to the *Insert School Action Step* page.
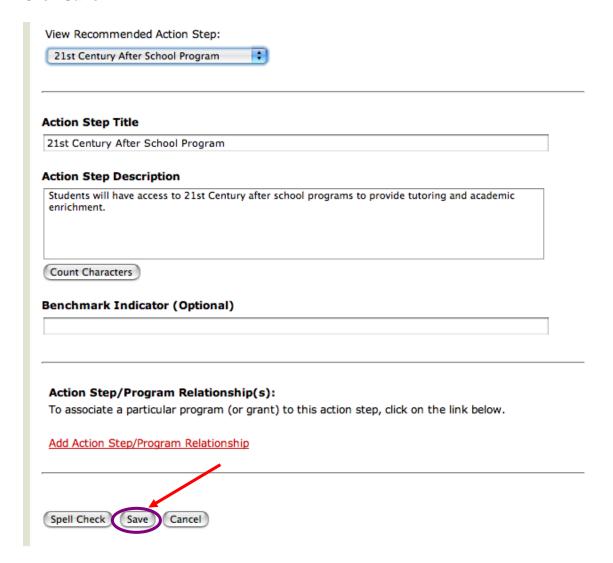
Click *View Recommended Action Step*:

*** The *Action Steps* that are available are from the *Action Step Bank* ***

In the example below, you will notice there are 6 available choices, all of which were created in the *School District / Agency Plan*. For this example, we will Click the *Action Step* just last created in this section, *21st Century* …

Notice the *Action Step Title* and *Action Step Description* are populated.

Click *Save*

View Recommended Action Step:

21st Century After School Program

Action Step Title

21st Century After School Program

Action Step Description

Students will have access to 21st Century after school programs to provide tutoring and academic enrichment.

[Count Characters]

Benchmark Indicator (Optional)

Action Step/Program Relationship(s):
To associate a particular program (or grant) to this action step, click on the link below.

Add Action Step/Program Relationship

[Spell Check] [Save] [Cancel]

You will notice the **Action Step** from the **Action Step Bank** is now linked to the **Objective**.

| O | **1.5. Before/after/summer school activities if appropriate** | Paste |

    Add Action Step

↑ ↓ AS   **1.5.1. Before/after/summer school program - SI & SW**   Copy

    Description:
        Summer school for students in need of remedial education to move up to grade level.

    Benchmark Indicator:

    ActionStep/Program Relationship(s):

↑ ↓ AS   **1.5.2. 21st Century After School Program - SP**   Copy

    Description:
        Students will have access to 21st Century after school programs to provide tutoring and academic enrichment.

    Benchmark Indicator:

    ActionStep/Program Relationship(s):

Continue to use the **Action Step Bank** to save time and provide alignment with district **Action Steps**, as applicable.

When done, **Logout** at the left menu bar.